

# 2016 Election Judges' Manual



Revised 2/16/16

## Chapter 11

### Opening the Scanning Unit

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## Opening the Scanning Unit

### Overview

Each precinct will receive at least one Scanning Unit. Larger precincts may receive more than one Scanning Unit.

Poll Watchers may observe opening procedures.

**⚠ At least one voting judge must be stationed at the Scanning Unit at all times. Voting judges will be rotated in and out of this position by Chief Judges during the day.**

### Required Supplies

Scanning Unit keys

*Scanning Unit Integrity Report – Opening*

New tamper tape

Scissors to break security seals on the outside of the Scanning Unit

### Pre-Election Setup

1. Remove the Scanning Unit from the Transfer Cart; to prevent injury and damage, this should be done by three election judges.



## *Opening the Scanning Unit*

2. Roll the Scanning Unit to the location designated on the precinct layout diagram provided to the Chief Judges.
3. Engage both parking brakes on the Scanning Unit by gently stepping on the metal tabs. They will snap into place. **Caution: The metal tabs are sharp.**



4. Confirm that the shipping label on the back of the Scanning Unit shows the correct polling place. If it does not, immediately notify the local board of elections.



**Shipping Tag**

## *Opening the Scanning Unit*

5. Use the flat key to unlock the back door of the Scanning Unit, unwrap the power cord (with the grey surge protector attached) and plug the cord into an electrical outlet. **Leave the power cord compartment door open.**



**IMPORTANT:** Keep the back door of the Scanning Unit open when the Scanning Unit is plugged into an electrical outlet. Failure to do so may result in the unit overheating.

6. Ensure that both lights on the surge protector (red and green) are lit.



**! STOP; do not open the unit Tuesday morning.**

# Opening the Scanning Unit

## Election Morning

1. **Verify** the security seals on each unit using the *Scanning Unit Integrity Report – Opening*.

SCANNING UNIT INTEGRITY REPORT – <u>OPENING</u> ELECTION DAY 2016 Presidential Election						
County: <u>Montgomery</u>				Date: <u>April 26, 2016</u>		
District/Precinct: _____						
Attach the Zero Report with attached configuration report from each Scanning Unit to this report. Also post a Zero Report (without configuration report) from each Scanning Unit for public viewing.						
<b>Remember:</b> Record the reason for removing <b>ANY</b> tamper tape or seal after opening and prior to closing the polls on the "Tamper Tape/Security Seal Removal Report" and place removed tamper tape on the back of it.						
<b>COMPLETE ALL GREY AREAS</b>						
Scanning Unit #	A. Scanning Unit Lid Seal # Verify ✓	B. Scanning Unit Serial # Verify ✓	C. Rear Access Door Tamper Tape # (Do Not Remove) ✓	D. Front Access Door Tamper Tape # (Do Not Remove) ✓	E. Main Ballot Box Seal # Verify ✓	F. New Main Ballot Box Seal # Record
1						
2						
Scanning Unit #	G. Emergency Ballot Compartment Seal # Verify ✓	H. New Emergency Ballot Compartment Seal # Record	I. Left Case Seal # (Do Not Remove) ✓	J. Right Case Seal # (Do Not Remove) ✓	K. Public Count Verify ✓	L. Protected Count Verify ✓
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): \_\_\_\_\_

Chief Judge: \_\_\_\_\_ Chief Judge: \_\_\_\_\_ Draft 12/16/2015

2. Verify the Scanning Unit Lid seal in Column A. Remove the seal.



## *Opening the Scanning Unit*

3. Remove the security seal. Use the flat Scanning Unit key to unlock the lid.



4. Unhook the lid latches. Pull both latches out and flip up. Do not force the lid up. Instead, hold onto the latches as you nudge the lid upward. The hydraulic arms will do the lifting.

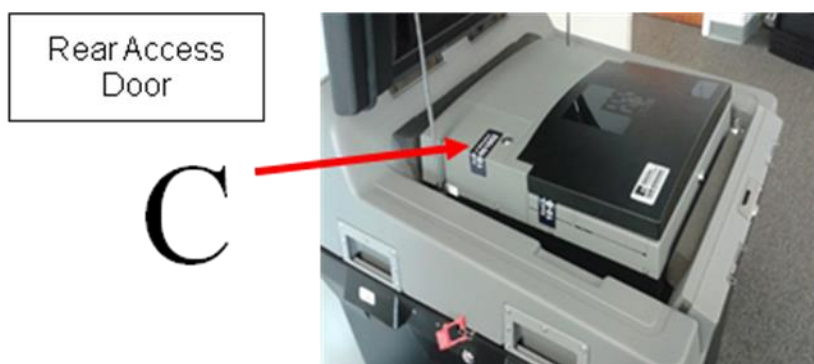


## Opening the Scanning Unit

5. Verify the serial number on the top of the Scanning Unit (column **B** of the *Scanning Unit Integrity Report - Opening*).



6. **Verify** the tamper tape number on the rear access door (column **C** of the *Scanning Unit Integrity Report – Opening*). **Do NOT remove the tamper tape.**



7. Use the round key to unlock and open the Ballot Scanner.



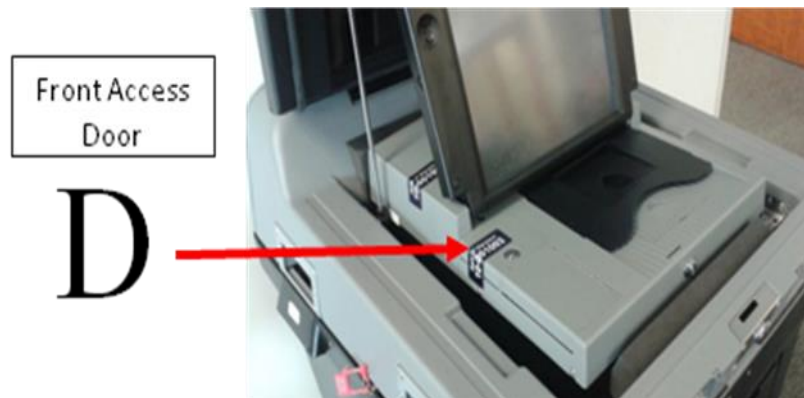


## *Opening the Scanning Unit*

8. Gently lift and raise the screen to the upright position. The Ballot Scanner will turn on by itself. If the Ballot Scanner does not turn on, alert a chief judge.



9. **Verify** the tamper tape number on the front access door (column **D** of the *Scanning Unit Integrity Report – Opening*). **Do NOT** remove the tamper tape.



**Note:** If the scanner does not turn on or if you hear a series of **four beeps** check the power supply to the Scanning Unit. Make sure power cord is connected firmly in the back of the Scanning Unit and also into the grey surge protector and power outlet. Make sure the power outlet is “live” (i.e., power is coming through the outlet). **If the Ballot Scanner still does not turn on alert a chief judge.**



## Opening the Scanning Unit



10. **Verify** the number on the security seal on the Main Ballot Box (column **E** of the *Scanning Unit Integrity Report – Opening*).



11. **Remove** the security seal on the Main Ballot Box and place it in the Chief Judges' Red Folder. Use the flat Scanning Unit key to unlock and open the Main Ballot Box door.

## *Opening the Scanning Unit*

12. Look inside the Main Ballot Box to verify that it is empty. If there are any ballots inside the Main Ballot Box, alert a chief judge.



13. Roll an empty Ballot Transfer Bin from the Equipment Transfer Cart to the Scanning Unit area.



14. Place an empty Ballot Transfer Bin inside the Main Ballot Box. Ensure that both lids of the Ballot Transfer Bin are open and resting on the sides inside the Main Ballot Box and the strap handle is facing out.

## Opening the Scanning Unit



15. Close, lock, and reseal the Main Ballot Box door. **Record** the new seal number in column **F** of the *Scanning Unit Integrity Report - Opening*.

**F**



16. **Verify** the number on the security seal on the Emergency Ballot Compartment door (column **G** of the *Scanning Unit Integrity Report – Opening*). Remove the security seal.

**G**



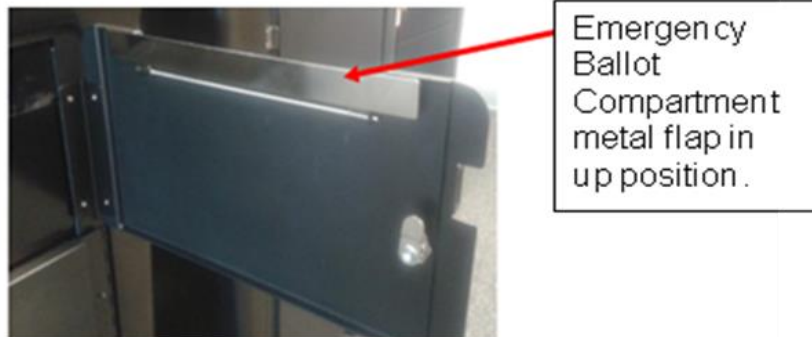
Emergency  
Ballot  
Compartment

## *Opening the Scanning Unit*

17. Unlock and open the Emergency Ballot Compartment door. Make sure that the compartment is empty. **Beware of sharp edges.** Alert a chief judge if any ballots are found inside the Emergency Ballot Compartment.



18. Ensure that the metal flap on the Emergency Ballot Compartment door is raised.



## *Opening the Scanning Unit*

19. Close, lock and reseal the Emergency Ballot Compartment door.  
**Record** the new security seal number in column **H** of the *Scanning Unit Integrity Report - Opening*.



20. **Verify** the left and right side case seals are intact (columns **I** and **J** of the *Scanning Unit Integrity Report – Opening*). **DO NOT** remove the seals.



## Opening the Scanning Unit

21. Once the Ballot Scanner turns on, **verify** the Public Count number is the same as indicated in column **K** of the *Scanning Unit Integrity Report – Opening*. Also **verify** the Protected Count number is the same as indicated in column **L**.



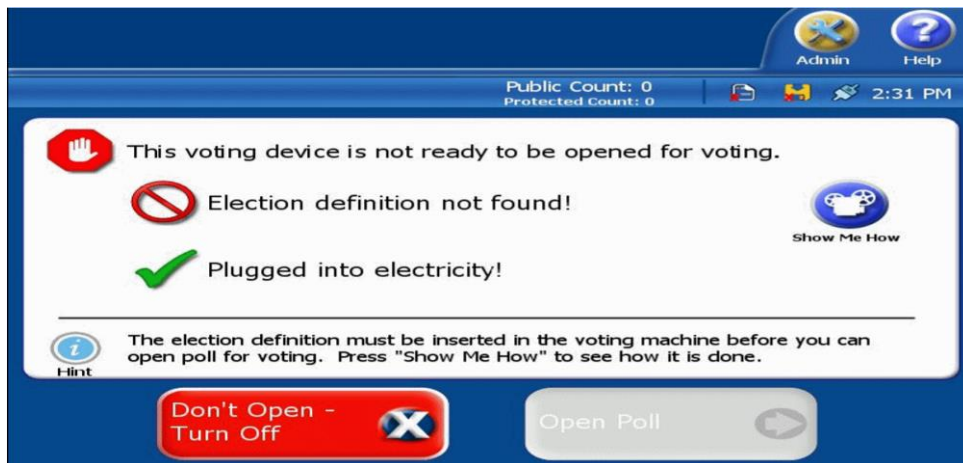
22. A chief judge enters the Election Code (found in the Chief Judges' Red Folder), then touches "**Accept.**"



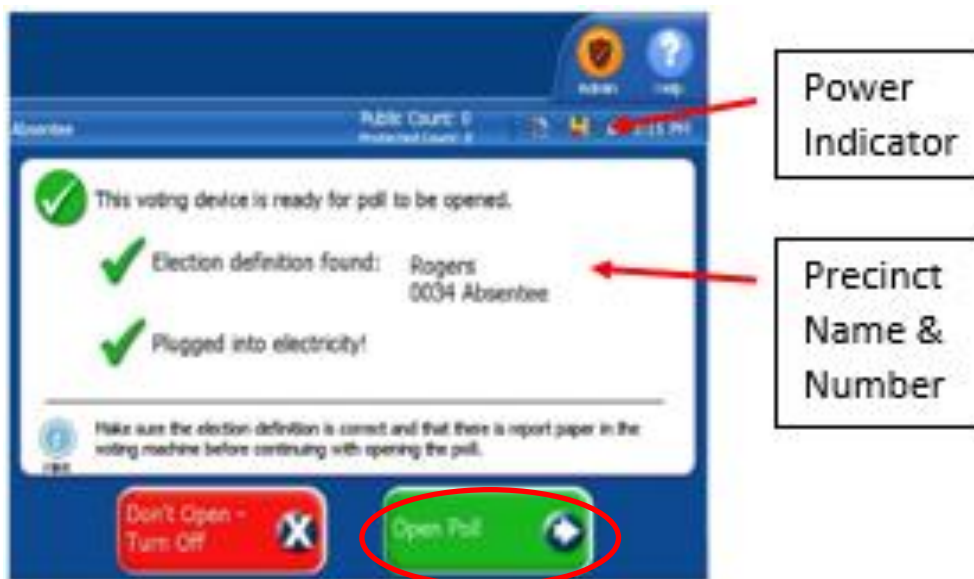
**NOTE:** The Ballot Scanner performs an internal self-test. This process may take several minutes. **If the following screen appears, or if the Ballot Scanner automatically shuts down, alert a chief judge immediately. Never turn off the Ballot Scanner or unplug the Scanning Unit unless instructed by a Chief Judge.**



## Opening the Scanning Unit



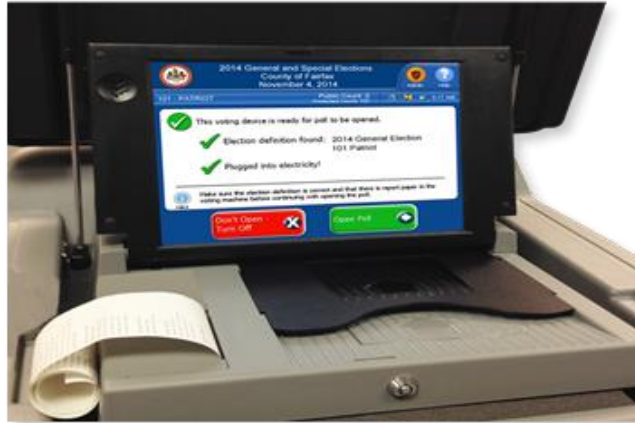
23. **Confirm** that the polling place name displayed on the screen is correct and the unit is receiving power. Touch **“Open Poll”** on the screen.



24. A Configuration Report will automatically print followed by two copies of the “Zero Report.” Separate the Zero Reports into two individual reports:

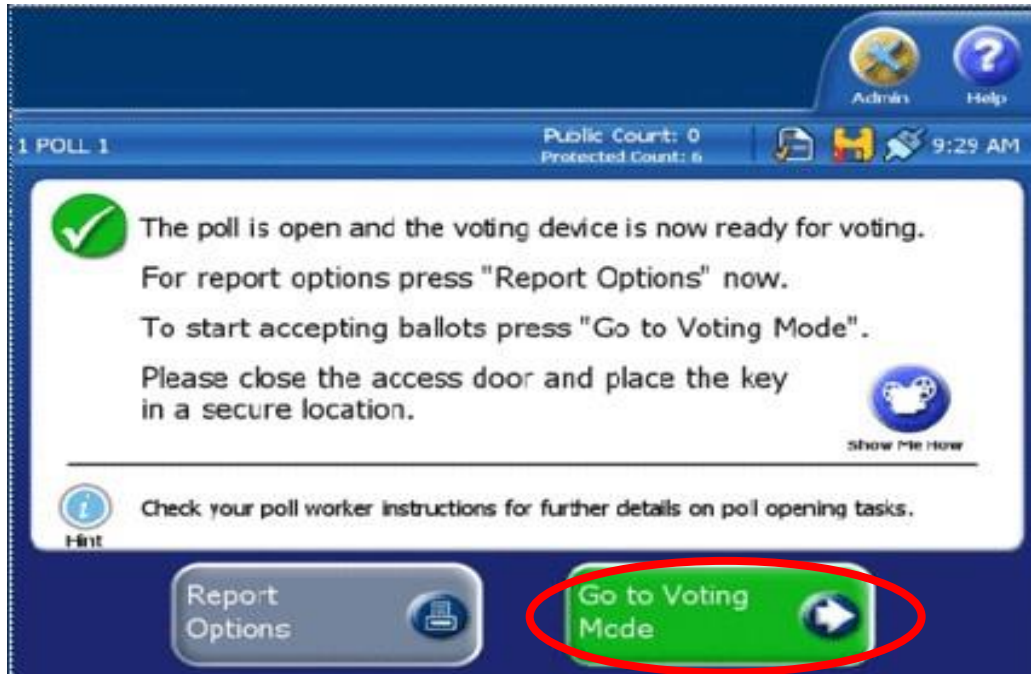


## Opening the Scanning Unit



- A. Both chief judges sign both Zero Reports;
  - B. Attach the **first** copy of the Zero Report (with the Configuration Report still attached) to the *Scanning Unit Integrity Report – Opening*;
  - C. Place the **second** Zero Report in the Black Memory Stick Security bag;
25. Print a **third** Zero Report to post for the public:
- A. Press "Report Options" and on the next screen in the "Report Type" box, press "Ballot Accounting Status Report";
  - B. Press "Print Report" and the report will print. Do not sign this report.
  - C. Post the report for public viewing.
26. Once the self-test is completed, the following screen appears. Touch **“Go To Voting Mode.”**

## Opening the Scanning Unit



27. When the Ballot Scanner is ready to receive ballots. The following screen appears.

